

TOWN OF ARLINGTON
BUILDING MAINTENANCE COMMITTEE

February 26, 2014 – Minutes

Members Present:

Ruthy Bennett
Vincent Cerbone
Christine Deshler
Andrew Flanagan
Diane Johnson
Mark Miano
Barbara Thornton

Business:

1. The Chair called the meeting to order at 4:05 pm.
2. The following documents were handed out: (a) “Building Maintenance Policy”, dated February 10, 2014; (b) “Building Maintenance Policy”, dated February 12, 2014; and (c) “Maintenance Plan – DRAFT”, dated February 26, 2014.
3. The minutes of the December 2, 2013 meeting were reviewed and approved unanimously.
4. Barbara Thornton walked the committee through the “Maintenance Plan – DRAFT”, dated February 26, 2014, which she prepared. There was a great deal of discussion about baseline data, lead agents and maintenance operation guidelines. The committee agreed that, in terms of creating an inventory of all of the town’s assets, it would be useful to start with data collected and recorded each year by the town for insurance purposes. The committee discussed the need for centralized expertise and the advantages of having a separate facilities department with responsibility for both town and school buildings. The committee discussed (a) annual preventative maintenance planning that could be done by a building maintenance committee operating in a manner similar to the Capital Planning Committee in conjunction with department heads; and (b) routine maintenance and service requests for which some policy of prioritization is needed.

The committee discussed the unlikelihood of additional money being available to adequately fund preventative maintenance and that a new revenue stream would be needed. It was suggested that, in the short term, current maintenance funding could be taken from the various operational budgets that have money for maintenance and placed into one single budget under the direction of an appropriate lead agent.

Barbara Thornton agreed to prepare a new draft maintenance plan for the next meeting.

5. It was agreed that the next meeting would be on Monday, March 17, 2014 at 4:00 pm.

Submitted by Christine Deshler, Secretary.